HUMAN RESOURCES OFFICE
U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 074 - 09

OPEN TO: **All Interested Qualified Candidates**

POSITION: **Project Management Assistant, FSN-4005-9**
(Salary approx. Tk. 56,261 per month)
Depending on qualifications and experience, incumbent may be hired at a trainee grade.

OPENING DATE: **August 23, 2009**

CLOSING DATE: **September 10, 2009**

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of Project Management Assistant in the Office of Democracy, Governance and Education (DG-ED). Two positions will be filled-in by this advertisement.

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

BASIC FUNCTION:

This Project Management Assistant position is located in the Democracy and Governance Team (DG) under the Democracy, Governance and Education Office, which is responsible for design, implementation and achievement of USAID/Bangladesh's Democracy & Governance Strategic Objective (SO) of "More Effective and Responsive Democratic Institutions and Practices". The primary purpose of the position is to monitor results and financial status of agreements and counterpart initiatives that contribute to attaining the desired results under this SO. The incumbent will also assist four FSN professional staff, one USPSC, the DG Team Leader and the USDH DG-ED Deputy Director and Office Director in program monitoring and implementation. S/he will also occasionally represent the Mission's DG team at meetings and events with other donors and international agencies and the Government of Bangladesh.

MAJOR DUTIES AND RESPONSIBILITIES:

The Project Management Assistant will assist the DG Team to achieve its objectives as outlined in the Strategic Objective. The Project Management Assistant's contribution to the DG Team will include, but not necessarily be limited to, the following responsibilities:

1) Project Management Support: Drafts, prepares and processes project documentation related to normal activity and activity planning, including: procurement requests, implementation letters, waivers, correspondence, briefing papers, memoranda and other program documents as required for the Democracy and Governance Team. Such documents may include internal memos, annual report narratives, letters to the government and NGO counterparts, site reports, technical papers, budgetary tables, statistical information and matrices containing technical terminology and other numeric data. This position will also conduct quarterly accrual and pipeline exercises, track expenditures of DG projects and personnel, prepare and circulate Modified Acquisition and Assistance Request Document (MAARD), collect and submit monthly VAT reports, in close consultation with the respective COTRs/AOTRs as well as with support offices. This position will also prepare draft and final documents using computer software, such as MicrosoftWord, PowerPoint, and Excel. Manipulate data, as appropriate, and prepare final versions of documents. Track documentation through the Mission clearance process. Undertakes site visits and monitors project progress on the ground. Identifies and reports on implementation problems or delays. Prepares written reports on site conditions. Provides feedback and suggest changes and corrective measures to the Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR). Serves as

alternate COTR/AOTR to selected projects and Activity Manager for potential local currency funded project.

2) Monitoring and Evaluation: Conducts the DG Team's performance monitoring and evaluation tasks and is responsible for participating actively in the design of performance indicators, survey instruments and evaluation statements of work. Conducts data quality assessments and collects and organizes project data, reports, charts, tables and similar material that are used to monitor and manage the education programs. Assists USDH and FSN staff in analytical tasks related to project design and implementation.

3) Operational Plan and Semi-Annual Performance Review (SAPR): This position will take part in preparing the budgetary and indicator tables during Mission's annual Operation Plan exercise, assist the team in preparing documentation for annual reporting and semi-annual portfolio reviews in consultation with the appropriate support offices.

4) Project Close-out: Is responsible for ensuring timely closeout of grants and contracts in the Local Governance, Human Rights, Elections, Political Party and Legislative Strengthening, Anti-Corruption and other DG areas. Conducts analysis and prepares documentation to resolve audit findings and recommendations, contractor/grantee performance evaluation, final project status report, disposition of non-expendable property and memoranda recommending final close-out of grant/contract, audit or project etc, in consultation with Office of Acquisition and Assistance and Office of Financial Management.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

1.   Education: Completion of Bachelor's level degree from a recognized college or university in a field related to social sciences, development studies, education or business administration is required.

2.   Language Proficiency: III (good working knowledge) in Bangla and English is preferred. Good working knowledge, both written and spoken, is required in English and Bangla. The incumbent should be able to prepare correspondence and standardized reports, and to communicate effectively with English speaking staff.

3.   Prior Work Experience: At a minimum the Project Management Assistant must have three to five years of progressively responsible experience in development assistance work, program monitoring and planning, analysis, presentation and management of data in both written and oral form, preparation and tracking of project documentation for USAID or similar development agency.

4.   Knowledge: Broad understanding of the nature and goals of the donor funded democracy and governance programs in Bangladesh; comprehensive knowledge of the host country's challenges and programs, policies, and regulations pertaining to promotion of democracy and good governance. Knowledge of financial analysis and statistical methods of analysis.

5.   Skills and Abilities: Ability to learn quickly and work with a minimum of immediate supervision. Proficient in the use of personal computers, particularly Microsoft Word and Excel software. Must be able to obtain, organize and analyze data and to prepare accurate, precise and well-organized reports and statistical charts. Strong inter-personal skills are required. Must be able to develop and maintain working-level contacts with the Government, NGOs and other private sector agencies.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include written examinations and oral interviews. The probationary period for this position is **one year**.

ADDITIONAL SELECTION CRITERIA:

1. The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed "Application for Employment as a Foreign Service National" Form or a plain resume along with a cover letter as convenience. Blank application forms are available at the South barrier (near the Vatican Embassy). In-house interested candidates may collect the form from the Human Resources Section, USAID, Room No. 64, Chancery Building, C/o American Embassy, Dhaka. One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope

A copy of blank form is also attached hereto for your convenience.

[Application Form](#)

ONLY complete and up-to-date application will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

SUBMIT APPLICATION TO:

Supervisory Executive Officer
Executive Office
USAID, Bangladesh
C/o American Embassy
Dhaka

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE*: "Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.